

**GRAFFHAM PARISH COUNCIL**  
**DRAFT MINUTES OF THE MEETING OF GRAFFHAM PARISH COUNCIL HELD ON FRIDAY 16<sup>TH</sup>**  
**JULY 2021 AT 7.00 PM AT THE EMPIRE HALL**

**Present:** Councillors Howard Charman, Sandy Macqueen, Patrick Churchward and Simon Mackie.

**Also in attendance:** Mike Simpson, Clerk

**1. To elect a new Chairman**

The Council **AGREED** to elect Councillor Simon Mackie as the new Chairman who then signed the declaration of acceptance of office.

**2. Attendance and apologies for absence**

There were none.

**3. Co-option**

**To receive written applications for the office of Parish Councillor and to Co-opt candidates to fill the existing vacancies.**

The Council received three applications for co-option and after consideration **AGREED** to co-opt Colin Barker, John Bracey and Roger Coakes to the role of Graffham Parish Councillor. Colin Barker then signed the declaration of acceptance of office and joined the meeting as a councillor.

**4. To receive any declarations of interest, notification of changes to Members' Interest and consider any requests for dispensation**

There were none.

**5. Approval of the minutes of the Council meeting held on 5<sup>th</sup> May 2021**

The minutes were circulated in advance of the meeting which councillors **AGREED** to approve as a true and accurate record.

**6. County Councillor reports**

There were none.

**7. District Councillor reports**

There were none.

**8. Public Session (Members of the public may speak for up to five minutes at the discretion of the Chair)**

No members of the public wished to speak.

**9. Callows: SDNP/18/00938/FUL Callows, Graffham Street, Graffham GU28 0NJ**

There was no update.

**10. Planning Applications**

**a. To consider the following new applications:**

**SDNP/21/03406/CND:** New Homes Of Rest Graffham Street Graffham GU28 0NW  
Proposal: Demolition of four semi-detached houses and the erection of five houses, consisting of three detached and two semi-detached dwellings, together with amended access, associated car parking and landscaping works. (Variation of condition 11 or permission SDNP/14/02844/FUL- to allow the removal of 1no.tree and its replacement by suitable species).

After consideration, Councillors **AGREED** to support this application.

**SDNP/21/02929/FUL:** Hoyle Depot Topleigh Road Graffham GU28 OLR Proposal: Demolition of existing Glasshouses and Refrigeration Sheds and the Erection of Milking Parlour and Food Processing Building and temporary siting for a period of five years of a mobile home for Rural Worker Accommodation in association with Regenerative Farming.

After a discussion, Councillors **AGREED** to support this application on the condition that mitigating steps were taken to minimise the negative impact on neighbouring houses in relation to light, noise and odour emanating from the site.

- b. To note responses given by Graffham Parish Council since the 5<sup>th</sup> May 2021 meeting.**  
**SDNP/21/02515/TCA:** Rectory Cottage, Selham Road, Selham, Graffham, Petworth, West Sussex, GU28 OPW: Notification of intention to crown reduce by 20% and crown thin by 10-15% on 1 no. Yew tree. **Support**

**SDNP/21/02543/LDE:** Land East of Woodcote Farmhouse Woodcote Graffham Petworth West Sussex GU28 ONX: Existing lawful development certificate for the use of the land for the purposes of residential garden curtilage in conjunction with Woodcote Farmhouse, for a continuous period of ten or more years. **Neutral**

**SDNP/21/02659/HOUS:** Copse Farm Woodcote Lane Graffham GU28 ONZ: Erection of replacement cart barn. **Support but does have reservations regarding the solar panels which will become a prominent feature in the street scene.**

The Council noted the responses.

- c. To note decisions made by SDNPA since 5<sup>th</sup> May 2021**  
**SDNP/20/04581/CND:** Demolition of existing dwelling and erection of 1 no. replacement dwelling and associated works (alternative scheme to previously approved replacement dwelling LPA ref. SDNP/17/05846/FUL) - Amendments to approved drawings (Roof Finish & Windows) - Variation of condition 1 from Planning Permission SDNP/20/01435/CND to amend approved drawings (amendments to windows and door): Cartref , Graffham Common Road, Graffham, GU28 OPU. **Approved**

**SDNP/21/02515/TCA:** Notification of intention to crown reduce by 20% and crown thin by 10-15% on 1 no. Yew tree. Location: Rectory Cottage, Selham Road, Selham, Graffham, Petworth, West Sussex, GU28 OPW. **No objection**

**SDNP/21/00297/HOUS:** Proposed enclosed storage area: Land Opposite Pescods Store , Graffham Street, Graffham, GU28 ONP. **Approved**

The Council noted the responses.

- 11. Payments and bank reconciliations**  
**To review schedule of payments and bank reconciliations since the last meeting (5<sup>th</sup> May 2021).**

The clerk presented the most recent schedule of payments and bank reconciliations which the Council **RESOLVED** to approve.

- 12. CIL Annual Reporting**  
**To provide a report on any CIL expenditure for 2020-21**

There had been no CIL expenditure for 2020-21 but Councillors **AGREED** that a paper should be drafted on the various options and that all CIL monies received so far should be transferred to the council's reserve bank account.

**13. Bank mandates**

The clerk advised that he had now been added as a signatory and would be completing the application for online banking soon.

**14. Clerk contract**

Councillors **AGREED** to offer the acting clerk, Mike Simpson, a permanent contract which he accepted.

**15. To receive reports on or from:**

**Highways and Footpaths**

Councillor Churchward spoke about a drain by the Withy that kept flooding. He advised that he had spoken to West Sussex County Council who had carried out a site visit and they were aware of the issue. However, Councillor Churchward said the site visit happened on a dry day so they could not fully understand the extent of the problem and he would continue to contact them in order to get it fixed by winter. The Chairman raised an issue regarding discarded grass cuttings in ditches which was causing flooding. He also said there was a problem with the drains leading up to the church and that it was up to residents to clear drains outside their properties and suggested something was placed in the parish magazine as a reminder. Councillor Barker raised concerns about a barbed wire fence that had been erected along Nonnington Hall to keep deer out but said young deer were being caught instead. Councillor Macqueen proposed placing an article in the parish magazine reminding residents about keeping footpaths safe, clearing blocked drains near their properties, and cutting overgrown hedges, and if this did not work the council should write a letter to individuals. Councillors **AGREED** to this proposal.

**Recreation Ground including playground/pavilion**

Councillor Barker raised concerns about children sitting on heavy machinery just outside the recreation ground and suggested that a sign or fencing should be erected to warn them of the danger. The Chairman suggested that more help was required with the maintenance of the ground and it was **AGREED** that Councillor Macqueen should make contact to discuss solutions.

**Empire Hall**

There was no report

**Selham and Ambersham**

There was no report

**16. Horndean Site I Gas oil well (Singleton Oil Well)**

The Chairman praised the work that Derek Stewart Smith's had done on this issue and said he would write and thank him.

**17. Southern Water Drought Plan**

Councillors decided to defer this issue to another time.

**18. Date of the next Council meeting**

The Chairman advised councillors that the next meeting would be on 17<sup>th</sup> September.

The meeting ended at 7.50pm.

### Schedule of Payments 5<sup>th</sup> May 2021 to 16<sup>th</sup> July 2021

Date	Payee	Code	Amount
6 <sup>th</sup> May 2021	Mike Simpson	Clerk salary (April)	236.50
3 <sup>rd</sup> June 2021	Mike Simpson	Clerk salary (May)	279.00
3 <sup>rd</sup> June 2021	Norwood Contractors	Grounds maintenance	180.00
3 <sup>rd</sup> June 2021	Sarah Lindfield	Clerk salary	61.94
8 <sup>th</sup> July 2021	HMRC	PAYE/NIC 1 <sup>st</sup> quarter	235.40
16 <sup>th</sup> July 2021	WSALC	Membership	167.71
16 <sup>th</sup> July	Norwood Contractors	Grounds maintenance	360.00
16 <sup>th</sup> July	Mike Simpson	Clerk salary (June)	391.58
		<b>Total</b>	<b>1,912.13</b>

### Bank reconciliation as at 30th April 2021

	£
Balance per bank statement at 31 March 2021	
<b>Current Account</b>	29,957.12
<b>Reserve Account</b>	1,124.99
<b>Total</b>	<b>31,082.11</b>
 Add: outstanding receipts	 0.00
 Less: outstanding payments	 0.00
	Total 0
<b>Net Balances</b>	<b><u>31,082.11</u></b>
 <b>Cash Book</b>	
Opening balance (1st April)	13,602.34
Add Receipts	17,479.77
Less payments	0
	<b>31,082.11</b>

### Bank reconciliation as at 31st May 2021

	£
Balance per bank statement at 31 May 2021	
<b>Current Account</b>	29,431.81
<b>Reserve Account</b>	1,125.00
<b>Total</b>	<b>30,556.81</b>
 Add: outstanding receipts	 0.00
	Total 288.00
 Less: outstanding payments	 288.00
	Total 288
<b>Net Balances</b>	<b><u>30,268.81</u></b>

**Cash Book**

Opening balance (1st April)	13,602.34
Add Receipts	17,479.78
Less payments	-813.31
	<b>30,268.81</b>

**Bank reconciliation as at 30th June 2021**

£

Balance per bank statement at 30th June

**Current Account** 28,622.87**Reserve Account** 1,125.01**Total** **29,747.88**

Add: outstanding receipts 0.00

Total

Less: outstanding payments 0.00

Total

0

**Net Balances****29,747.88**

## Cash Book

Opening balance (1st April) 13,602.34

Add Receipts 17,479.79

Less payments -1,334.25

**29,747.88**